

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

HM&FW – Guidelines for transfer of Employees in M&H Department under the control of CH&FW, DPH&FW, Commr. APVVP and IPM – Orders – Issued.

HEALTH MEDICAL AND FAMILY WELFARE (B1) DEPARTMENT

G.O.Rt.No.287

Dated:20-05-2015

Read:

G.O.Ms.No.57, Fin. (HR-I) Dept., dt.18-05-2015.

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ORDER:

In the G.O. read above, orders have been issued relaxing ban on transfer of employees accordingly, in order to ensure transparent procedure to provide "equitable opportunity" to all staff members, the following guidelines and procedures are issued for strict compliance.

GENERAL GUIDELINE:

1. All transfer and postings should be made through online procedure and based on the preferences given by the employees.
2. All the employees with 5 years of station seniority (as on 01-05-2015) are treated as long standing and should be transferred.
3. Employees with station seniority of 2 years are eligible for request transfer subject to availability of vacancies and ceiling limit, no TTA / joining time etc., shall be granted in case of request transfers.
4. For the purpose of defining station seniority, service at the station in all cadres and in all the offices located in station should be considered. In case of urban areas, the institutions located within a urban agglomeration with the same HRA shall be counted as a single duty station.
5. Transfers should not exceed 20% of any one cadre. In case of employees with more than 5 years station seniority exceeds 20% of cadre strength, then total transfers shall be limited to number of employees with 5 years station seniority. For computing 20% of the cadre strength, the following priority shall be followed:
 - a. Long standing staff
 - b. Request applications
6. The transfers should be affected from focal to non-focal, non-focal to non-focal or from non-focal to focal posts only. In no case persons shall be transferred from one focal post to another focal post. The focal and non-focal post is defined as follows:

Focal Post	Institutions located in all District Head Quarters and Cities / Towns with 20% HRA
Non-Focal Post	Institutions located cities with HRA is 14.5% or 12%

7. Employees against whom charges are framed will be transferred irrespective of the period of service at a place.
8. The transfers should not violate the six point formula, as notified in G.O.Ms.No.610, G.A. (SPF.A) Dept., dt.30-12-1985, and as amended from time to time.

P.T.O.

9. The principal office bearers of recognised associations are exempted from transfers in accordance subject to fulfilling the conditions laid down in the instructions issued in GAD & HM&FW Department. The list of recognised associations should be obtained from the GAD by the respective HoDs. For these exemptions from transfers, HOD will be personally responsible, if there is any undue benefit endowed on any individual or association.
10. Staff Nurses who are trained in specialist care (Training shall be recognised or authorised by Government) at Govt. institutions, and / or working in such specialty wards, are exempted from transfers.
11. Transfer and posting of specialist doctors shall be strictly to the specialist post to which they belong. Specialists shall not be posted in any post earmarked for a different specialty all specialist doctors should be placed only in secondary and tertiary institutions.
12. Mis-match postings are strictly prohibited. There shall be no doctor working in mismatch posts in any medical institution.
13. Concerned Head of the Institution can recommend transfer of employees who are disobedient, frequently absent for duty and problematic to administration. A confidential note should be prepared in each of these cases by Head of Institution and submit to the respective appointing authorities.
14. While effecting the transfers, competent authority shall give priority as follows:
 - a. Longest standing employee downwards.
 - b. Employee working in the institutions located in ITDA areas.
 - c. Employees with disability of 40% or more as certified by a competent authority as per "Persons with Disabilities" Act 1995.
 - d. With respect to husband and wife transfers, only one of the spouses shall be shifted following the prescribed procedure. Husband / Wife should be transferred only to the place where the spouse is working and in case of no vacancy available at spouse working place then nearest vacancy among the existing vacancy.
 - e. Employees having mentally challenged children can be transferred to a place where medical facilities are available.
 - f. Medical grounds for the diseases viz of Cancer, Heart Operations, Neurosurgery, Bone TB, Kidney Transplantation can be transferred to places where such facilities are available. The medical condition should be either self or spouse or dependent children or dependent parents.

PROCEDURE FOR TRANSFERS:

15. All the procedures for the transfers i.e. submission of application, publication of vacancies, publication of list of long standing employees, publication of Merit list bases on station seniority, submission of grievances, grievance Redressal and allocation of postings should be done online.

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- 16.All employees who are long standing and those who have completed two years and requesting for transfers should submit their application online. After submitting application online, applicant should down load the PDF format of application and submit signed copy to the respective designated authority as detailed below:

Post	Authority
District Cadre	DM&HO / District coordinator of Hospital Services
Multi-Zonal Cadre / Zonal Cadre / State Cadre	CH&FW / DPH&FW / Commr., APVVP (State HODs)

- 17.All the appointing authorities mentioned above shall publish the list of vacancies, list of long standing employees and list of employees exempted from the long standing category. List of vacancies should include clear vacancies, posts that are occupied by mismatches, posts of long standing employees.
- 18.The employees should indicate maximum of five choices of posting / place. In case of non-submission of choice of places then posting will be allocated based on the availability of vacancies.
- 19.Based on the (i) choice of places, (ii) availability of vacancies, (iii) merit list based on station seniority and priorities as indicated at para 14; posting will be allocated online and transfer proceedings will be generated online.
- 20.Appointing authorities should download the transfer proceedings and communicate the signed copies to the employees.
- 21.For categories to which Govt. is competent authority to issue transfer orders, proposals should be submitted to Govt. by respective HoDs.

GRIEVANCE REDRESSAL:

- 22.Employees can submit their grievances online.
- 23.Appointing authorities shall verify the grievances and redress the grievance of found to be genuine. In case of the grievance is not genuine or not feasible, the same has to be intimated to the applicant through e-mail.
- 24.If the employee feels that his grievance is not redressed, he also can make an application to the respective Head of Department online.
- 25.Without addressing the grievances, appointing authorities should not finalise the list of vacancies, list of transfers etc.

SCHEDULE

Publication of list of vacancies	21-5-2015
Publication of list of long standing employees along with their present place of posting	22-05-2015
Submission of Online Application	23-05-2015 to 26-05-2015
Submission of Grievances online	27-05-2015
Redressal of Grievances	28-05-2015
Publication of merit list	29-05-2015
Publications of transfer list	30-05-2015
Issue of transfer orders	30-5-2015

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2. The following Committee shall take up the counseling in respect of Doctors and Specialists and other Non-Medical administrative posts and also Zonal Cadre under the administrative control of Director of Public Health & Family Welfare, Commissioner, A.P. Vaidhya Vidhana Parishad where Head of Department /Government is the competent authority:

- i) Commissioner of Health & Family Welfare .. Chairman
- ii) Director of Public Health & Family Welfare .. Member
- iii) Commissioner, A.P. Vaidhya Vidhana Parishad. .. Member
- iv) Addl. / Joint Commissioner, APVVP and Addl. / Joint Director, Health .. Members / Conveners For the respective HODs.

3. Committee for counseling in respect of Para Medical and Ministerial Staff (Zonal Cadre) of AP Vaidhya Vidhana Parishad which shall be conducted at AP Vaidhya Vidhana Parishad Head Office:

- 1) Joint Commissioner (Zonal) APVVP Head Office ; Chairman
- 2) DCHS of each District in the Zone :Member
- 3) Secretary AP Vaidhya Vidhana Parishad :Member/Convenor

4. Committee of Counselling for all District Cadres of AP Vaidhya Vidhana Parishad. Hospitals:

- 1) DCHS of the concerned district : Chairman
- 2) Medical Superintendent of District Hospitals : Member
- 3) RMO of concerned District Hospital : Member
- 4) Asst. Director (Admn) Admn Officer : Member /Convenor
- 5) Nursing Superintendent of the Dist. Hospital : Member.

5. Committee for all District cadres posts of DPH&FW:

- 1) DM&HO concerned Districts : Chairman
- 2) Addl. DM&HO : Member
- 3) Administrative Officer : Member / Convenor

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**POONAM MALAKONDAIAH
PRINCIPAL SECRETARY TO GOVERNMENT**

To
All Heads of Dept. under HM&FW Dept.
All RDM&HS in the state.
All DM&HO in the state.
All DCHS in the state.
All the sections in HM&FW Dept.

Copy to:

The OSD to M (H&ME).
The PS to Spl. CS to Govt., HM&FW Dept.
The PS to Prl. Secy. to Govt., HM&FW Dept.
Sf/Sc.

// Forwarded By Order //

SECTION OFFICER